

**INSTRUCTIONS FOR COMPLETING  
PRO HAC VICE ADMISSION REGISTRATION STATEMENT  
Filed by the North Carolina Responsible Attorney**

Rev. 11/20/09

- Complete and mail registration form to the North Carolina State Bar at address listed above within 30 days of the entry of the pro hac vice admission order.
- Registration is required in conjunction with pro hac vice admission to a North Carolina tribunal. See G.S. 84-4.1 (5). Registration is not required for pro hac vice admission to a federal court, but is required for pro hac vice admission to the N.C. Court of Appeals and N.C. Supreme Court.
- Registration is not required for any pro hac vice admission order entered prior to March 2, 2006.
- **Copies of Motion and Order:** Attach copies of the pro hac vice motion and order to the registration form.
- **Statement of Tax Reporting** (Item 5 on the Registration Statement): Attach a signed statement (original or photocopy will be acceptable) from the out of state attorney confirming that he or she will report income to the North Carolina Department of Revenue if required to do so by law. The out of state attorney must determine whether the income is reportable or taxable and whether and when to file a tax return.

**Suggested wording for the statement:** “Regarding the matters identified in items 3 & 4 of the Pro Hac Vice Registration Statement, I, [out of state attorney’s name], verify that I will report any income earned to the North Carolina Department of Revenue if required to do so by law.”
- **Payment Information:** Confirm that the out of state attorney has paid the \$25.00 fee owed to the North Carolina State Bar pursuant to G.S. 84-4.1(7).
  - When filing a pro hac vice motion with a district or superior court of the North Carolina General Courts of Justice, a fee of \$225.00 should be collected by the Clerk of Court in the county. The clerk will remit \$25.00 of this fee to the Administrative Office of the Courts for ultimate transmission to the State Bar in satisfaction of the payment required by G.S. 84-4.1(7). Payment to the Clerk may be documented with a receipt or by providing the check number and date of the check.

- If the fee is not paid to a Clerk of Court (because the clerk fails to collect it or the matter is filed in an administrative tribunal), obtain a \$25 check or money order, payable to the North Carolina State Bar, from the out of state attorney and mail the check or money order to the State Bar with this registration form.
- The fee may be paid on behalf of the out of state attorney from the account of the North Carolina responsible attorney, however, the North Carolina responsible attorney does not owe this money and, if unable to confirm payment or obtain payment from the out of state attorney, should notify the State Bar.
- **Filed Copy for Your Records:** If you would like a filed copy of the registration statement returned to you for your records, send the original and a copy of the registration statement together with a large self-addressed, stamped envelope.
- **Notify the State Bar upon the conclusion of the case.**



208 Fayetteville St. (27601)  
 Post Office Box 25908  
 Raleigh, North Carolina 27611  
 Telephone: (919) 828-4620  
 Fax: (919) 821-9168  
 Web: www.ncbar.gov

**PRO HAC VICE ADMISSION REGISTRATION STATEMENT**  
**Filed by the North Carolina Responsible Attorney**      **Rev. 11/20/09**

*This registration statement must be filed by the member of the North Carolina State Bar who agrees to be listed as the responsible North Carolina attorney, pursuant to G.S. 84-4.1(5), in a motion for pro hac vice admission filed by an attorney who is licensed by another jurisdiction. The North Carolina bar member must complete and file this registration statement as required by 27 N.C.A.C. 1H, Section .0100, within thirty (30) days of the entry of the court's order granting admission to the out of state attorney.*

**PLEASE READ INSTRUCTIONS BEFORE COMPLETING.**

NC Proceeding File # \_\_\_\_\_

**1. Out of State Attorney Information:**

Name: \_\_\_\_\_  
 State of Licensure (if more than one, list on addendum with all requested information): \_\_\_\_\_  
 Bar #: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Law Firm Name (if more than one, list on addendum with information requested below): \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**2. North Carolina State Bar Member (Responsible Attorney) Information:**

Name: \_\_\_\_\_  
 N.C. Bar #: \_\_\_\_\_  
 Address (as listed with State Bar): \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_      Email: \_\_\_\_\_

<p><b>For Office Use Only:</b></p> <p>Received: _____</p> <p>Fee Paid: _____ To Clerk of Court          _____ Check Enclosed                    No.: _____ Date: _____          _____ Not enclosed          _____ Requested on _____</p> <p>Date entered: _____</p>	<p><b>PHV Motion and Order:</b></p> <p>____ Attached ____ Not Attached          ____ Requested on _____</p> <p><b>Statement of Tax Reporting:</b></p> <p>____ Attached ____ Not Attached          ____ Requested on _____</p> <p>Date notification sent: _____</p>
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**3. North Carolina Proceeding Information.**

*(Enclose copy of motion and order)*

Venue of Proceeding: \_\_\_\_\_  
(Court, commission or agency)

County: \_\_\_\_\_

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

File Date: \_\_\_\_\_

Date of Order Admitting Out of State Attorney: \_\_\_\_\_

Type of Case (civil/criminal; tort; contract; workers comp; tax; etc.):  
\_\_\_\_\_

Name of Party for Whom Out of State Attorney Appears:  
\_\_\_\_\_

Address of Party for Whom Out of State Attorney Appears:  
\_\_\_\_\_

**4. Other Pro Hac Vice Admissions in North Carolina.**

*Provide the following information (list on addendum if necessary) concerning the last ten (10) cases in which the out of state attorney was permitted to appear pro hac vice in a North Carolina state court or North Carolina state agency and any current case(s) in which a petition for pro hac vice admission for the out of state attorney is still pending:*

Venue of Proceeding: \_\_\_\_\_  
(Court, commission or agency)

County: \_\_\_\_\_

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

File Date: \_\_\_\_\_

Date of Order Admitting Out of State Attorney: \_\_\_\_\_

Name of Judge Who Entered Order: \_\_\_\_\_

Type of Case (civil/criminal; tort; contract; etc.): \_\_\_\_\_

Name of Party for Whom Out of State Attorney Appeared:  
\_\_\_\_\_

Address of Party for Whom Out of State Attorney Appeared:  
\_\_\_\_\_

Name of Responsible North Carolina Attorney: \_\_\_\_\_

N.C. Bar # of Responsible North Carolina Attorney: \_\_\_\_\_

Address of Responsible North Carolina Attorney: \_\_\_\_\_  
\_\_\_\_\_

**5. Statement of Tax Reporting.** *Please see page 1 of instructions.*

Attach a signed statement (original or photocopy will be acceptable) from out of state attorney verifying that he/she will report income earned in the matters identified in items 3 and 4 above to the North Carolina Department of Revenue if required to do so by law.

**6. Payment Information (\$25.00).** *Please indicate method of payment.*

\_\_\_\_\_ Collected by Clerk of Court (if proceeding filed in NC General Court of Justice).

Please provide photocopy of receipt or check number and date of check.

Check # \_\_\_\_\_ Check Date \_\_\_\_\_

\_\_\_\_\_ Check enclosed. (Payable to North Carolina State Bar)

\_\_\_\_\_ Other: \_\_\_\_\_

**7. Responsible Attorney Verification.**

By signing below, the responsible attorney acknowledges that truth of the foregoing statements and agrees to notify the State Bar of the final determination of the court or agency proceeding.

\_\_\_\_\_  
Signature of NC Attorney

\_\_\_\_\_  
Date